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From: Connolly, Grace (DPH)
Sent: Friday, May 28, 2010 3:55 PM
To: ValdesLupi, Monica (DPH)
Subject: FW: Follow up questions to RIF discussion

Do you need anything more about the RIFs?

Gary Greer has not submitted his resignation letter so we expect to see him on the list and go from there. We're prepared for whatever happens.

From: Han, Linda (DPH)
Sent: Wednesday, May 19, 2010 5:05 PM
To: Collins, Debora (DPH)
Cc: Connolly, Grace (DPH)
Subject: RE: Follow up questions to RIF discussion

Hi Debbie:

The rationale primarily was to avoid further cuts to laboratory testing personnel since their numbers have diminished substantially in recent years through attrition. To adjust for decreases in lab staff in the past, we have instituted measures to increase efficiency, we have cut back on testing services, and we have tolerated delays in testing when possible. At this point though, we have reached our limit in our ability to compensate for reductions in testing personnel. As such, we sought to reduce positions with primarily administrative (or rather, non-bench) functions.

Specifically, one lab supervisor 2 is responsible for laboratory training. To compensate for this loss, we plan to eliminate optional training and focus only on required training. We also plan to take advantage of existing online training resources where possible, to develop online training programs where possible, and to transfer responsibility for certain trainings to subject matter experts rather than to a dedicated training person.

~~One lab supervisor 1 assists with a packaging and shipping training that is now available online, and performs some administrative activities (such as being the web liaison and the contact person for UPS deliveries) that can be readily reassigned. (this is an H1N1 delayed RIF)~~

One of the AA's works with 2 colleagues who perform the same data entry job. Due to reduction in test volumes over the years (due to reductions in lab staff), the amount of data entry work has decreased significantly (~20-25%) such that the current workload is inadequate for the current number of staff. (Zanolli)

One of the AA's works in specimen receiving, an area that has evolved over time to be more heavily reliant to lab-trained staff who can handle and deliver specimens. The relevance of the AA position in this area will decrease further when we implement a new electronic specimen tracking system. (Edge)

Apologies for the late response. I'd like to defer to Grace about the budget assumptions/financial information. I'll plan to touch base with her on this tomorrow.

Linda

From: Collins, Debora (DPH)
Sent: Monday, May 17, 2010 5:01 PM
To: Han, Linda (DPH)
Cc: Weisberg, Carol (DPH); ValdesLupi, Monica (DPH)
Subject: FW: Follow up questions to RIF discussion

Linda,

We met with Lana Jerome and Marianne Dill today to discuss the Department's proposed RIF list. During that discussion, Lana and Marianne asked us to obtain some additional information from each of the Bureau Directors. We are following up with each Bureau Director to find out why the particular individuals were proposed for the RIF list? In other words, what was the rationale for choosing the particular individuals? What is the bureau's plan for covering the work of those placed on the RIF list? Lastly, what budget assumptions were used to determine your RIF choices? In your particular case, the H2 and House budgets were similar, requiring reductions of \$382K and \$347K respectively from the FY11 maintenance figure. Was there any other financial information that was included in your decision making?

Thank you in advance for providing this additional information. Would it be possible for you to send this information to us by Wednesday the 19th?

Debbie

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